SCHOOL NAME

Address | Telephone

Tuesday, August 18, 2020

Dear Parents/Guardians:

This letter is to inform you that an individual at [school building and grade] has tested positive for COVID-19. The District is coordinating closely with the Saginaw County Health Department in order to assure the health and safety of our community.

We have performed contract tracing with the assistance of the Saginaw County Health Department and have identified all close contacts (less than 6 feet for at least 15 minutes) to this individual. We have contacted those families with quarantine instructions. If you have not been contacted your child is not a close contact of this individual and therefore your child is not required to quarantine.

Cleaning and disinfecting of all exposed areas has been completed. The school is also taking precautions to prevent the introduction and spread of viruses and other germs and is cleaning frequently touched surfaces daily. [Insert any details on scheduling changes, if applicable.] The status of this situation is fluid, and we are monitoring it closely.

We understand the level of concern regarding COVID-19. We encourage parents and students to continue following the public health recommendations:

* Staying home when you are sick;
* Practice the **3 W**s:
  + **W**ash your hands (with soap and water for at least 20 seconds)
  + **W**ear a mask
  + **W**atch your distance
* Covering coughs and sneezes and properly disposing of tissues;
* Continue to socialize responsible – limit gatherings outside your household.
* Continuing to monitor your health for symptoms.

As always, we appreciate our community’s support and cooperation. You can assist us by remaining vigilant but sensible in your approach to dealing with this health concern.

Should you have any questions about this situation, please feel free to contact [contact person] at [phone number].

Sincerely,

[Administrator’s name]